

Providence Community Library  
Board of Directors minutes  
September 20, 2010  
Providence City Hall

1. Welcome and Call to Order

The meeting was called to order at 6:05pm by Marcus Mitchell. Secretary Linda Kushner took a roll call of the board members, noting that 18 trustees were present making a quorum.

**Present:** Marcus Mitchell, Patricia Raub, Ellen Schwartz, Linda Kushner, Christian Caldarone, Alan Gunther, Althea Graves, Dale Gorton, Owen Johnson, Rochelle Lee, Mark McKenney, Chris Suchmann, Alix Ogden, Maureen Romans, Ken Wise, Joan Dagle, Cyndie Wilmot, Jim Barnes

**Absent:** Ann Keefe, Sharon Simpson

2. Executive Director's Report

**See attached report.**

3. Development Report (Steve Kumins, Dev Director)

A Fall Appeal will be sent out in early October which will reach 4,800 people. We have received the paper work for five approved Senate Legislative Grants.

Facilities Report (Sue Gibbs)

The maintenance staff took out the old kitchen cabinets and counter at Olneyville to repair the wall where water has been leaking for years. They replaced them with new cabinets, counter, and sink. They fixed and painted the walls in the children's room for the GTECH lab and added the necessary wiring for the computers.

The stage in the Knight Memorial auditorium has been sanded, stained, and coated with polyurethane and the walls have been painted. We hired a contractor to strip and wax the floor. The traps and valves in the radiators at Smith Hill at least 35 years old,, have been replaced Patricia Raub thanked the facilities department for all the hard work they have done in the past year. Her thank you was heartily applauded by the entire Board.

4. Treasurers Report (Ellen Schwartz)

**see attached report of June 30, 2010**

Ellen remarked that the FY10 audit report will show more than a \$400,000 surplus but that is because of accounting rules that require us to depreciate the books that were donated and purchased, so those amounts don't show on the income statement. She has been talking with the audit firm and researching the regulations on book collections and the correct classification on financial statements so that our final report is correct. Marcus moved to accept the treasurer's report and Alan Gunther seconded. Motion passed unanimously.

5. Personnel committee (Patricia Raub)

Job descriptions for our public service jobs have been completed and we are working on the maintenance and tech services department job descriptions.

Laura Marlane is visiting the libraries to go over the descriptions and staff's jobs to review what individual needs are. The Employee Handbook is being reviewed by our "HR On Demand" service. We are still looking for temporary clerks to fill in hours when our own are not available. Maintenance staff has ordered new work shirts with their name and PCL logo on them and winter jackets.

PCL has hired a professional coach to help Ann with her professional development.

6. Friends Council (Maureen Romans)

The friends groups have been attending farmers' markets in Providence in Davis Park and elsewhere, reaching a lot of people with a positive message about PCL. Mt. Pleasant has author events planned using their legislative grant funds. Knight Memorial book sale is October 16 and Rochambeau is the week of October 18. Roger Seitz from the Rochambeau Friends informed the Board that the Rochambeau Friends have purchased a disc cleaning machine to restore all the DVDs and CDs in our collections. They have already done Rochambeau and Fox Point.

Washington Park friends are going to offer Spanish classes on Tuesday nights at 6 pm for staff and friends starting September 28. One of their friends is teaching the class.

7. New Business

There was no new business.

8. Public Comment

There was no public comment.

9. EXECUTIVE SESSION

**At 6:40 pm the Board adjourned into closed session to discuss personnel issues.**

Linda Kushner reported on the contract for F 10/11 negotiated with the Librarians, Specialists and Clerks Union by herself and Laura Marlane, supervisor of the library staff, and on the contract with the Maintenance Workers' Union for F 10/11 negotiated by herself and Sue Gibbs, supervisor of the maintenance staff. Rochelle Lee moved and Cyndie Wilmot seconded that the Board accept the contracts negotiated with the Unions. After discussion, the motion passed unanimously. Maureen Romans recused herself from the vote.

Linda Kushner reported on raises recommended by the officers of the Board for non-union staff. Joan Daigle moved and Rochelle Lee seconded that the raises recommended by the officers for non-union staff be accepted. After discussion, the motion passed unanimously.

Owen Johnson moved and Cyndie Wilmot seconded that the executive meeting adjourn and the board resume its open meeting. The motion passed unanimously.

10. PUBLIC SESSION

Alix Ogden moved and Chris Caldarone seconded that the Board meeting be adjourned. The motion passed unanimously.

The meeting adjourned at 6:58.

Respectfully submitted,

Linda Kushner  
Secretary